The City of Dunwoody Police Department is currently accepting applications for one (1) open Police Service Representative position.

This position performs responsible clerical functions within the Administrative Division of the Police Department. The position is responsible for processing, verifying, filing, storing and retrieving police reports; processing parking tickets; verifying, retrieving, entering and changing information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer.

Minimum Requirements:

- High School graduate or GED
- Minimum of 2 years experience in an office clerical position preferably in a police environment
- An equivalent combination of education and experience may be acceptable

Salary:

\$29,500 - \$42,100

Benefits:

- Vacation Leave
- Holidays
- Sick Leave
- 100% City-Paid Employee Medical Insurance
- 100% City-Paid Employee Dental Insurance
- Vision Insurance
- 100% City-Paid Employee Life/AD&D Insurance
- 100% City-Paid Employee Short-Term Disability Insurance
- 100% City-Paid Employee Long-Term Disability Insurance
- Flexible Spending Accounts (FSA)
- Retirement Savings Plans
- Employee Assistance Program (EAP)
- Education Assistance

For consideration, please send your completed application and consent form to jobs@dunwoodyga.gov or mail them to:

Dunwoody Police Department Background/Recruitment 41 Perimeter Center East, Suite 100 Dunwoody, GA 30346

2010 Dunwoody Police Department Application

Dunwoody Police Department Authorization for Release

Only candidates that meet all the minimum requirements above will be considered.